



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL COLLECTIONS SECTION

Represent the State of Indiana in state and federal courts. Reports to Section Chief of Collections.

DUTIES:

- Handle all phases of litigation, including research and preparation of pleadings, motions, briefs and proposed court orders; negotiate settlements; communicate with all necessary parties to the litigation, including but not limited to, clients, defendants, opposing attorneys and paralegals, court staff and mediators; and attend hearings and trials.
- Respond to Agency/Client requests and questions. Advise clients regarding specific legal questions or other matters involving collections.
- Supervise the work of paralegals and other administrative personnel.
- Review new cases and make recommendations for legal action.
- Other duties as assigned by Section Chief.

All eligible candidates for this position will make a three-year commitment to the Office of the Attorney General.

Please submit writing samples with resume.

REQUIREMENTS:

- Must be licensed to practice law in the State of Indiana.
- Knowledge of Court procedures and policies, state and federal statutes; legal research methods, English usage and grammar, legal writing skills, word processing and computer equipment and software.
- Must be able to apply knowledge of law and legal procedures in drafting legal documents; order work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with support staff and courts; prepare statistical reports.

- Responsible for handling confidential/legal information that may not be disclosed to others because it must be protected for the benefit of the State Government, client agencies, or individuals. Have the ability to respond to questions from client agencies regarding status of cases and other legal problems.
- Computer use is required with the ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software. Also requires the regular use of printer, telephone, fax machine, and copier machine to copy legal documents.